

COMPREHENSIVE PLAN SUBMITTAL FORM

State Planning Office
184 State Street
38 State House Station
Augusta, Maine 04333
287-8050

I. Name of Municipality:

Contact Person:

Title:

Address:

Phone:

Place where proposed plan will be available for public inspection:

Address:

Hours available for viewing:

II. Certification of Complete Submittal

We certify that:

1. the proposed plan is a complete plan in that it contains at least an inventory and analysis section, a policies section, a land use plan, and an implementation strategies section;
2. the proposed plan was developed with the intent of complying with the Comprehensive Planning and Land Use Regulation Act (30-A M.R.S.A. Section 4301 et seq.);
3. the proposed plan was developed in accord with the procedural and citizen participation requirements of Section 4324; and
4. a copy of the proposed plan has been sent to the following regional council for review and comment:
_____.

Signatures:

Chief Elected Official

Chairperson, Planning Committee

Printed/Typed Name

Printed/Typed Name

Date: _____

Date: _____

**COMPREHENSIVE PLAN SUBMITTAL
INSTRUCTIONS
(For Municipality)**

Please **choose Electronic or Hard Copy submittal** when sending in your Comprehensive Plan:

<input type="checkbox"/>	Electronic Submittal Option: <ul style="list-style-type: none"><input type="checkbox"/> Submit CD with Plan as Microsoft Word and/or Adobe Acrobat .pdf files.<input type="checkbox"/> Include electronic versions of all elements of the plan (including maps).<input type="checkbox"/> Format the electronic version to print on standard paper sizes, and colored content should be distinguishable when printed in grayscale.<input type="checkbox"/> One hard copy of the Comprehensive Plan Submittal Form<input type="checkbox"/> One hard copy of the Comprehensive Plan Index<input type="checkbox"/> Two hard Copies of entire Plan
<input type="checkbox"/>	Hard Copy Submittal Option: <ul style="list-style-type: none"><input type="checkbox"/> One hard copy of the Comprehensive Plan Submittal Form<input type="checkbox"/> One hard copy of the Comprehensive Plan Index<input type="checkbox"/> Eleven copies of the entire plan

Please send all material to:

**State Planning Office
Attn: Donna Bradstreet
184 State Street
38 State House Station
Augusta, Maine 04333
287-5649**

Public Hearing on Proposed Comprehensive Plan A public hearing must be scheduled on the proposed plan, although a public hearing on the comments from SPO and other State agencies is not required. Should an agency object to a plan based on such issues as natural resources, affordable housing, growth and rural areas, etc. it is particularly important that a hearing be held. By failing to discuss the objections in a public setting, the public participation process is subverted and voter approval for the plan and future land use management tools may be more difficult.

COMPREHENSIVE PLAN INDEX

TOWN OF _____

This index indicates where the proposed plan addresses the requirements of the Comprehensive Planning and Land Use Regulation Act (30-A M.R.S.A. Section 4326) .

Requirements

1.Inventory and Analysis Section

Page (s)

A.	Population
B.	Economy
C.	Housing
D.	Public Facilities and Transportation
E.	Recreation
F.	Marine Resources (if applicable)
G.	Water Resources
H.	Critical Natural Resources
I.	Agricultural and Forestry Resources.....
J.	Historic and Archeological Resources
K.	Land Use
L.	Fiscal Capacity
M.	Summary of Findings.....

2. Policy Development Section.....

A.	Orderly Growth and Development.....
B.	Public Facilities.....
C.	Economic Climate.....
D.	Affordable Housing
E.	Water Resources
F.	Critical Natural Resources
G.	Marine Resources (if applicable)
H.	Agricultural and Forest Resources.....
I.	Historic and Archeological Resources
J.	Outdoor Recreation
K.	Coastal Policies (if applicable)

3. Land Use Plan/Designation of Growth and Rural Areas.....

4. Implementation Strategy Section

A.	Affordable Housing
B.	Public Service
C.	Historic and Archeological Resources
D.	Outdoor Recreation Opportunities
E.	Agricultural and Forestry Resources.....
F.	Marine Resources (if applicable)
G.	Water Resources
H.	Critical Natural Resources
I.	Zoning Strategy.....
J.	Capital Investment Strategy

5. Regional Coordination Program.....